

# School Summer Short Courses and Workshops 2014

The Bureau of Nutrition and Health Services and Iowa State University Extension and Outreach will be offering seven workshops this summer for those who work in school child nutrition programs. All workshops will be held at the Scheman Building, located on the Iowa State University campus at the Iowa State Center in Ames, Iowa with the exception of Manager's Update, which is scheduled for the day following Iowa's School Nutrition Association State Meeting at the Cedar Rapids Convention Complex in the DoubleTree by Hilton Hotel.

Programming in June will focus on food safety. On June 10, the food safety certification course developed by the National Restaurant Association Educational Foundation and recognized by the Conference on Food Protection, **ServSafe®**, will be offered. Participants will sit for the certification exam at the end of the day. New Iowa regulations require at least one foodservice employee to be certified in food safety; ServSafe® Certification is an approved program, and certificates are valid for five years. On June 11, the Process Approach to HACCP will be the workshop topic. **HACCP 101** is an interactive workshop that will provide an opportunity for school foodservice managers to review and evaluate their district's food safety plans. This workshop is facilitated by a food safety expert from Iowa State University and Bureau Consultants. On Thursday June 12, a new course, **Serving Safe, Fresh Produce in Schools**, will be offered. Presentations will center upon the latest information in sourcing and serving produce in school operations. We plan to offer this workshop annually, incorporating the most recent changes in regulation, processes and procedures for accessing safe, fresh produce.

**Manager's Update** will be held on June 19, immediately follow the SNA Iowa Conference in Cedar Rapids at the Cedar Rapids Convention Complex DoubleTree by Hilton Hotel. Manager's Update will include information concerning the new competitive foods regulations, a review of Bureau online tutorials to increase education opportunities, and a demonstration of low to no-cost Smarter Lunchroom techniques to improve your lunchroom.

On July 8-9, the **Financial Management Seminar** will again be available for foodservice managers/directors, school business officials, and others involved in financial decisions pertaining to the federal child nutrition program. Participants will determine how to manage costs of operating a school foodservice program and receive NFSMI-developed materials including a manual with case studies and step-by-step helpful formulas. This course is now 1 ½ days instead of two.

Once again, we have combined the **Healthy School Meals Workshop**, scheduled for July 29 and 30 with **New Manager's Orientation** on July 31. New Managers should plan to attend all three days. Those who have previously attended New Manager's Orientation can opt to attend only the Healthy School Meals portion of the workshop. This workshop is interactive, with participants engaging in planning, serving, and documentation of healthy school meals following guidance materials developed by USDA and other approved resources available to schools. New meal regulations will be incorporated into participant activities in all three days. Those who will be undertaking new supervisory responsibilities or persons fairly new to kitchen

or program management will be especially interested in the final day of the three-day workshop as we will detail the basics of running a child nutrition program. This workshop is offered at a discounted rate--\$150 for three full days of training. If you do not plan to stay for the New Manager's Orientation portion of the three days, the registration fee for the first two days is \$125.

Please read the descriptions below for more information, and register for each workshop as directed. The following list describes the content, the intended audience, cost, timeframes, and locations. Online registration is available at [www.cpm.iastate.edu/schoolfoods](http://www.cpm.iastate.edu/schoolfoods). Please contact Sandra Fiegen, [Sandra.fiegen@iowa.gov](mailto:Sandra.fiegen@iowa.gov) or call 319-377-1898 for more information on workshop content.

If you have difficulties or are unable to register online, please call Registration Services at 515-294-6222 or email [registrations@iastate.edu](mailto:registrations@iastate.edu). They will work with you to complete the registration process within the deadlines for each workshop. There will be no guarantee of your acceptance with a late registration.

Other registration details:

- The registration fee includes all breaks, meals, and training materials.

There will be a \$15.00 processing fee retained for cancellations. **If cancellation occurs less than one week prior to the class, there will be no refund but substitutes are welcome.** Be sure to note the name of the contact person with registration services, date of cancellation, and name of substitute if circumstances require this action. Cancellations or substitutions **must** be submitted to Registration Services via email at [registrations@iastate.edu](mailto:registrations@iastate.edu).

- 
- Send a separate check for each class.
- Make check or money order payable to Iowa State University PRIOR to the scheduled workshop. Only those with accounts paid in full will be allowed to participate. Those who have registered but for whom payment is not received will not be able to participate. Checks may be written at the door if needed. Unnecessary delays in receiving workshop fees past years have led to this change in policy. A confirmation of payment will be available at registration. Questions regarding receipt of payment can be directed to Scheman Registration Services.
- Send check or money order to **Registration Services, Iowa State University, 1601 Golden Aspen Drive, Suite 110, Ames, IA 50010 Tel: 515-294-6222.** Please call if attempting to register late. There will be no guarantee of your acceptance with a late registration.
- **Classes are subject to space availability and may be cancelled if the minimum number of registrations is not received by the deadline.** If a class is cancelled due to low numbers, you will not be charged the processing fee mentioned above.

**The registration and payment deadlines are important** because classes are planned based on these confirmed registrations. Meals are ordered for which there is no reimbursement. In addition, some classes may have limited enrollment or be cancelled if not enough enroll. Please Register Early!! If you believe you have new staff that will be coming, please hold a space under the school name with a contact so that materials can be prepared for them.

**\*\*REGISTRATION DEADLINE FOR SERVSAFE® is May 29, 2014 (to allow time to mail materials and book to participants for ServSafe®\*\***

## **Class: Food Safety - ServSafe® Certification Course**

**Date: June 10, 2014**

**Time:** Registration at 7:30 AM

Class from 8:00-4:00, Certification Exam from 4:00 – 5:30 PM

**Location:** Scheman Building, Iowa State University

**Cost:** \$150 includes lunch, breaks, ServSafe® Coursebook and testing materials.

**Audience:** School foodservice directors, managers and supervisors as well as staff involved in food production should attend. This course is an excellent way to become recertified if your current certification has expired. Course information is based on *Food Code 2009*.

**Description:**

*Food Code 2009* was adopted by the state of Iowa January 1, 2014. New regulations state each foodservice establishment should employ an individual certified in food safety. ServSafe® is an internationally recognized program. Participants will learn about safe practices as food flows through a foodservice related to handling and cleaning and sanitizing. ServSafe® Course books will be sent to registered participants prior to the workshop. *It is expected these are reviewed prior to the session.* Participants *must* bring their books to the workshop as the certification exam answer form is included in the book. There will be NO extra books or exam answer forms at the workshop for those who have forgotten. The exam time cannot be changed.

SNA CEU's: 6\*

**Minimum Class Size:** 20 (class may be cancelled if less than 20 enroll).

**Maximum Class Size:** 50

**\*\*REGISTRATION DEADLINE FOR HACCP 101 AND SERVING SAFE, FRESH PRODUCE IN SCHOOLS is June 2, 2014.**

## **Class: Food Safety- HACCP 101**

**Date: June 11, 2014**

**Time:** Registration at 8:00 AM

Class from 8:30-4:00

**Location:** Scheman Building, Iowa State University

**Cost:** \$75 includes lunch, materials and break

**Audience:** Persons in charge of school meals program and district HACCP team members.

**Description:** This course will review foundation knowledge about HACCP and the USDA Guidelines for the Process Approach to HACCP. Registrants should have basic knowledge and understanding of food safety standards and sanitation principles and implemented prerequisite programs in their districts. Ideally, registrants have earned ServSafe® Certification or taken the class. This course will also provide an opportunity for participants to evaluate current district

food safety programs and receive technical assistance with fine tuning their district's food safety plan from Bureau Consultants and ISU Food Safety Experts. Participants should bring their district's current food safety plans, recipes, SOPs, employee manual, and examples of monitoring forms. It is suggested that districts register all or several members of the HACCP team in this workshop.

SNA CEU's: 6\*

**Minimum Class Size:** 20 (class may be cancelled if less than 20 enroll)

**Maximum Class Size:** 50

## **Class: Serving Safe, Fresh Produce in Schools**

**Date:** June 12, 2014

**Time:** Registration at 8:00 AM

Class from 8:30-4:00

**Location:** Scheman Building, Iowa State University

**Cost:** \$75 includes lunch, break, and materials

**Audience:** School foodservice directors, managers and supervisors as well as staff involved in food production should attend.

**Description:** This course will provide instruction on how to purchase and safely receive fresh produce into the school meals program. Discussion of increasing Farm to School activities will also be included. The workshop will help school foodservice personnel in writing fresh produce specifications, and identify and alleviate food safety risks while increasing the introduction of fresh produce purchased from traditional suppliers, direct from farmers, through the DoD Fresh Program, as well as produce grown in school gardens.

SNA CEU's: 6\*

**Minimum Class Size:** 25

**Maximum Class Size:** 80

**\*\*REGISTRATION DEADLINE FOR MANAGER'S UPDATE is June 10, 2014 (to allow time to prepare materials for Manager's Update)\*\***

## **Class: Manager's Update**

**Date:** June 19, 2014

**Time:** Registration at 8:00 AM

Class from 8:30-4:00

**Location:** DoubleTree Hotel, Cedar Rapids, IA

**Cost:** \$85 includes lunch, materials and break

**Audience:** All managers and directors

**Description:** Manager's Update will include a discussion of the new competitive foods regulations, a review of Bureau online tutorials to increase education opportunities, and a special presentation by Team Nutrition on a new initiative called Smarter Lunchrooms. This initiative focuses on simple, low to no-cost changes to lunchrooms which can simultaneously improve participation and profits while decreasing waste. Smarter Lunchroom sub-grants and mileage

reimbursement to attend the training will be offered by Team Nutrition. For more information about Smarter Lunchrooms, go to <http://smarterlunchrooms.org/>.

SNA CEU's: 6\*

**Minimum Class Size:** 40 (class may be cancelled if less than 40 enroll)

**Maximum Class Size:** 180

**\*\*REGISTRATION DEADLINE FOR FINANCIAL MANAGEMENT WORKSHOP is June 27, 2014.**

## **Class: Financial Management Seminar**

**Date: July 8-9, 2014**

**Time:** Registration at 7:30 AM July 8

Class from 8:00-4:30 July 8 and 8:00-12:30 July 9

**Location:** Scheman Building, Iowa State University

**Cost:** \$ 125 includes lunch on day one, breaks both days, and materials

**Audience:** School foodservice and other district staff involved in the financial aspects of the districts' school meals program, such as foodservice directors or managers, superintendents, business managers, or board secretaries.

**Description:** Participants will have an opportunity to examine financial elements of effective food service management, and an information system to organize and analyze the school's foodservice financial data. Other areas to be covered include:

- Communicating the Importance of Effective Management
- Revenue Sources by Category
- Expenditures Sources by Category
- Accountability in Financial Reporting
- Using Financial Reports to Analyze Program Efficiency
- Forecasting Revenue and Expenditures

SNA CEU's: 10\*

**Minimum Class Size:** 20 (class may be cancelled if less than 20 enroll)

**Maximum Class Size:** 40

**\*\*REGISTRATION DEADLINE FOR HEALTHY SCHOOL MEALS WORKSHOP AND NEW MANAGER'S ORIENTATION WORKSHOP is July 18, 2014.**

## **Class: Healthy School Meals Workshop**

**Date: July 29 and 30, 2014**

**Time:** Registration at 8:00 AM July 29

Class from 8:30-4:00 both days

**Location:** Scheman Building, Iowa State University

**Cost:** \$125 includes lunches, breaks and materials

**Audience:** School foodservice persons involved with and responsible for planning, directing the service of meals, and documenting the meals offered to students in schools. You should not register for this class if you are a New Manager (see New Manager's Orientation July 29-31 below).

**Description:** This workshop is planned to be hands-on as much as possible with learning how to use the tools and required documentation in your kitchen. We will re-write recipes and menus, discuss healthy ingredients in recipes and healthy menu items, look at what meal analysis proves about overall meal planning, and practice filling out production sheets. You will learn how to use the resources available to you in your kitchen to plan meals that meet nutrient targets, Dietary Guidelines and Wellness Policy targets. **Please bring your copy of the Food Buying Guide from your school, two weeks of menus, and a sample of your production record form.**

SNA CEU's: 12\*

**Minimum Class Size:** 20 (class may be cancelled if less than 20 enroll)

**Maximum Class Size:** 75

## **Class: New Manager's Orientation**

**Date: July 29, 30 and 31, 2014**

**Time:** Registration at 8:00 AM July 29

Class from 8:30-4:00 all three days

**Location:** Scheman Building, Iowa State University

**Cost:** \$150 includes lunches, breaks and materials

**Audience:** Foodservice managers with less than 3 years experience or others new to supervision in child nutrition programs.

**Description:** New managers will be provided National School Lunch Program, School Breakfast Program, and snack program guidance specific to management functions. The current program regulations will be explained. The new manager will learn how to apply foodservice principles and procedures for menu planning. Completion of production records and other necessary paperwork will be taught. Food safety and Wellness Policies will be reviewed; for more in-depth training on food safety, please attend the June 10 ServSafe® workshop noted above. As a foundation course, ServSafe® will help you understand why food safety is important. The day-long HACCP course offered June 11 will cover the details of HACCP requirements. The New Manager Orientation Workshop will not cover either of these topics in-depth. **Please bring your copy of the Food Buying Guide from your school, either electronically or the manual, two weeks of menus, and a sample of your production record form.**

SNA CEU's: 18\*

**Minimum Class Size:** 20 (class may be cancelled if less than 20 enroll)

\*Number of anticipated CEUs